



**EPAP** EXPANDED PROFESSIONAL  
ASSOCIATES PROGRAM

## **PREPARING FOR THE 2014 OPEN SEASON OF THE EXPANDED PROFESSIONAL ASSOCIATES PROGRAM (EPAP) – INFORMATION FOR PROSPECTIVE CANDIDATES**

1. **SUMMARY:** The 2014 Open Season of the Expanded Professional Associates Program (EPAP) will begin in January 2014. This document provides an overview of the program, highlights changes in the application procedures and recommends actions prospective candidates should take now to prepare for the Open Season (see paragraph 9).

### **2. PROGRAM OVERVIEW:**

EPAP provides 186 professional level Foreign Service full-time positions, funded centrally, primarily by the Department of State and some through ICASS, to AEFMs serving overseas. EPAP positions are available in Political, Economic, Public Affairs, Management, Financial Management, General Services, Human Resources, Information Management, Office Management or Medical (physician or nurse) areas. Grades range from FP-07 to FP-04. **All AEFMs interested in participating in EPAP are encouraged to apply for qualification to the program** (see paragraph 5) during this open season. Positions may become available between open seasons and having a pool of qualified candidates allows for vacant positions to be filled immediately.

**3. ELIGIBILITY REQUIREMENTS:** In order to participate in EPAP, an applicant must be an Appointment Eligible Family Member (AEFM), as defined in 3 FAM 8212, of a career (direct hire, not contract) government employee of any federal agency currently serving (or will be serving) in a full-time position overseas under Chief of Mission Authority.

An **AEFM** is:

- (a) A U.S. citizen; and

- (b) the spouse or domestic partner (as defined in 3 FAM 1600) of a sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (c) listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan and who is under Chief of Mission authority; and
- (d) resides at the sponsoring employee's post of assignment abroad at a U.S. mission, or, as appropriate, at an office of the American Institute in Taiwan; and
- (e) does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed service employees who are on travel orders or on an approved Form OF-126 who do not meet all of the criteria above are not AEFMs for purposes of 3 FAM 8200.

Same-Sex Domestic Partners must comply with the provisions of 3 FAM 1612, including the filing of the Affidavit of Eligibility for Benefits and Obligations (DS 7669).

4. Family members of contractors are not eligible to apply. Members of the Civil Service who are not AEFMs also are not eligible to apply. For additional information on eligibility please refer to the EPAP Frequently Asked Questions at:

<http://www.state.gov/documents/organization/218878.pdf>

**5. APPLICATION PROCEDURES AND DEADLINES:** There are two steps to apply for qualification to the program:

**Step 1** - Complete and pass an online Business Writing Test administered by ACT, Inc. AEFMs wishing to take the Business Writing Test this cycle must request registration information through FLO's website (see Test Registration Details at the link paragraph 4 below) no later than 5:00 p.m. EST Wednesday, February 19, 2014. This allows sufficient time for HR/FLO to confirm an applicant's eligibility,

provide the applicant their eligibility code, instructions on how to complete registration, and the link to ACT, Inc.'s site. Registration with ACT must be completed by 5:00 p.m. CST on Friday, February 21, 2014.

**Note: The Business Writing Test must be completed by February 28, 2014.**

The Business Writing Test is taken electronically, via the internet either in the U.S. at a PSI Test Center, or overseas proctored by the Human Resources Office in a U.S. Mission.

**Only those applicants who pass the Business Writing Test are eligible to submit an application package.** *If you passed the test previously anytime between October 2008 and February 2013, your score is still valid and you do not need to re-take the test.*

**Step 2** - Submit a completed application package, via USAJobs.gov. A vacancy announcement will be issued in late February/early March and applicants must submit their applications and required documents (see below) online via USAJobs.gov.

Applicants must include:

- A USAJobs Resume;
- A copy of their sponsoring employee's assignment notification/cable listing the AEFM as a dependent and post of assignment; and
- Legible copies of U.S. college/university transcript(s) that include degree(s) (if any) awarded and course work completed (Note: these do not have to be official transcripts; unofficial copies of school records, are acceptable, as long as they meet the above requirements.)

**Foreign Education Provision:** Foreign education transcripts will not be accepted. Foreign education (that is education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.) must be evaluated by a credential evaluation service recognized by the U.S. Department of Education in

order to be credited towards qualification. Applicants can request an evaluation (most organizations charge a fee for this service) from a member organization of one of the two national associations of credential evaluation services:

National Association of Credential Evaluation Services (NACES) is an association of 19 credential evaluation services with admission standards and an enforced code of good practice. [www.naces.org](http://www.naces.org)

Association of International Credentials Evaluators (AICE) is an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics. [www.aice-eval.org](http://www.aice-eval.org)

*Credential evaluations are not free and applicants are responsible for the cost of the selected service.* The cost will vary according to the complexity of the case and the amount of documentation you can provide. Prior to submitting any documents to a credential evaluation service, you will also need to obtain English translations of any non-English documents, preferably notarized.

Applicants will submit copies of their foreign education credential evaluations in lieu of transcripts in their applications.

- Medical professionals must include a copy of their current U.S. medical license with their online applications.
- If claiming veteran's preference, you must submit a copy of your DD-214 with your application, this is required if you are preference eligible.

**6. Details on how to register for the Business Writing Test and submit an application will be the subject of a separate cable to be released in January 2014.**

*7. Individuals who applied in any previous EPAP open season and were found eligible by the Qualifications Evaluation Panel (QEP), do not/not need to reapply or retake the Business Writing Test.* However, they must reconfirm their interest in an EPAP position by advising the respective Regional Bureau in writing (see paragraph 13 below for contact information). Further, they must forward a completed DS-174, available online at the address below if their work history has changed since they last applied to the appropriate bureau representative.

The DS-174 can be found at: [www.state.gov/documents/organization/136408.pdf](http://www.state.gov/documents/organization/136408.pdf)

8. Individuals who applied in any previous EPAP open season and wish to request qualification in additional areas and/or were not found eligible, have additional work or educational experience that would support their request and wish to be re-evaluated must submit an application. See paragraph 5 above.

#### **9. HOW TO PREPARE NOW FOR OPEN SEASON:**

- For those prospective candidates taking the test overseas, find out from the Human Resources Office, the name and email address of the Human Resources Officer or other U.S. citizen designated at post who will be responsible for proctoring the exam. You will need this information when you register for the exam.
- Create or update a USAJobs Resume. Include all relevant work experience you wish to be considered. You will have to first create an account and then create a resume at USAJobs: <https://www.usajobs.gov/>
- Request your college/university transcripts (see paragraph 5 above).
- If you have Foreign Education credentials, request evaluation of your credentials through an organization that provides this service (see paragraph 5 above).
- Secure a copy of your sponsoring employee's assignment cable/notification (see paragraph 5 above).

**10. AVAILABLE POSITIONS:** The Regional Bureaus are creating a list of positions that HR/FLO will post online in February. More positions than can be filled will be advertised because there is no guarantee that there will be a qualified family member available at post at the right time to apply for every position. The Regional Bureaus make all hiring decisions based on a range of factors. Due to the limited number of positions worldwide, bureaus may not be able to fill an advertised position even if there are candidates who are qualified. There can only be 186 filled EPAP positions in total.

11. The number of EPAP positions authorized for each Regional Bureau are:

AF	23
EAP	35
EUR	42
IO	5
NEA	25
SCA	25
WHA	31

12. Each Regional Bureau will answer candidate's questions on specific positions advertised by region. Please contact the appropriate Regional Bureau Representative at the address below:

[AF-EPAP@state.gov](mailto:AF-EPAP@state.gov)

[EAP-EPAP@state.gov](mailto:EAP-EPAP@state.gov)

[EUR-IO-EPAP@state.gov](mailto:EUR-IO-EPAP@state.gov)

[NEA-EPAP@state.gov](mailto:NEA-EPAP@state.gov)

[SCA-EPAP@state.gov](mailto:SCA-EPAP@state.gov)

[WHA-EPAP@state.gov](mailto:WHA-EPAP@state.gov)

13. For general information, including Frequently Asked Questions, please see FLO's website <http://www.state.gov/m/dghr/flo/c41174.htm> or contact [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).